

KAY COUNTY CONSERVATION DISTRICT

ANNUAL FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

KAY COUNTY CONSERVATION DISTRICT
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YEAR ENDED JUNE 30, 2013

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Independent Auditor's Report

Board of Directors
Kay County Conservation District

Report on the Financial Statements

We have audited the accompanying financial statements of Kay County Conservation District as of June 30, 2013 and for the year then ended. These financial statements are the responsibility of the District's management.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1. This includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such an opinion. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above, present fairly, in all material respects, the financial position - modified cash basis of Kay County Conservation District, as of June 30, 2013; the changes in financial position - modified cash basis; and, of, cash flows thereof, for the year then ended in conformity with the basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements that describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated August 6, 2013 on our consideration of Kay County Conservation District's internal control over financial reporting and on our tests of its compliance with certain laws, regulations, contracts and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Kay County Conservation District's internal control over financial reporting and compliance.



Kimberlye R. Mayer, CPA, P.C.
Blackwell, Oklahoma
August 6, 2013

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Board of Directors
Kay County Conservation District

We have audited the financial statements of Kay County Conservation District as of and for the year ended June 30, 2013 and have issued our report thereon dated August 6, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements were prepared on the modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Kay County Conservation District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Kay County Conservation District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Kay County Conservation District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of control deficiencies, in internal control that there is reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Kay County Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Response to Findings

Kay County Conservation District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Kay County Conservation District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Kimberley R. Mayer", with a stylized flourish at the end.

Kimberley R. Mayer, CPA, P.C.

Blackwell, Oklahoma

August 6, 2013

KAY COUNTY CONSERVATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 20, 2013

Material Weakness in Internal Control Over Financial Reporting: Inadequate Segregation of Duties:

Criteria:

The segregation of duties and responsibilities between different individuals and the reconciliation of those asset accounts is an important control activity needed to adequately protect the entity's assets and ensure accurate financial reporting.

Condition:

Presently, the same individual is responsible for invoicing and receiving payments; making and recording deposits; maintaining accounts receivable; and reconciling the monthly bank statements. Only limited oversight is provided over this individual in the conduct of their daily functions.

Cause:

The entity's limited size has made it difficult for management to fully segregate the duties.

Effect or Potential Effect:

Without sufficient segregation of duties, the risk significantly increases that errors and/or fraud related to the water billing and collection activities, including misappropriation of assets, could occur and not be detected within a timely basis.

Recommendation:

The board should evaluate the risks associated with the lack of segregation of duties and consider implementing controls that could mitigate these risks.

Board's Response:

The board has concluded that due to the limited number of personnel, an adequate segregation of duties is not achievable and that the cost of correcting the weakness would exceed the benefits that would be derived from it.

FINANCIAL STATEMENTS

AND

NOTES

KAY COUNTY CONSERVATION DISTRICT
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION
MODIFIED CASH BASIS
JUNE 30, 2013

ASSETS

Current Assets:	
Cash	\$ 44,649
Certificates of deposit	12,786
Building account	<u>10,955</u>
Total Cash and Cash Equivalents	68,390
 Certificate of deposits	 3,505
Land, buildings and equipment	
(Net of accumulated depreciation) (Note 5)	250,030
 Deposits	 <u>250</u>
 Total Assets	 <u><u>\$ 322,175</u></u>

LIABILITIES AND NET POSITION

Current Liabilities:	
Notes payable, current portion (Note 6)	\$ 25,760
 Noncurrent Liabilities:	
Notes payable, long term (Note 6)	<u>54,915</u>
 Total Liabilities	 80,675
 Net Position:	
Net investment in capital assets	169,355
Unrestricted	<u>72,145</u>
 Total Net Position	 <u>241,500</u>
 Total Liabilities and Net Position	 <u><u>\$ 322,175</u></u>

The accompanying report and notes are an integral part of these financial statements.

KAY COUNTY CONSERVATION DISTRICT
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION
MODIFIED CASH BASIS
YEAR ENDED JUNE 30, 2013

Revenues:

OCC reimbursements	\$ 108,566
Equipment rental	10,815
Sales of roots and grass seed	4,795
Office rent	59,936
Sales of plat books and maps	2,400
Donations and grants	5,760
Sale of freeze proof tanks	990
Other income	285
Total Operating Revenues	<u>193,547</u>

Expenses:

Salaries	95,396
Payroll taxes and employee benefits	7,501
Repairs and maintenance	4,134
Telephone and mobile phones	1,047
Office supplies and postage	2,263
Plat books and maps	2,275
Mileage, meetings and travel	10,112
Professional fees	355
Seeds and roots	2,229
Dues and memberships	1,488
Utilities	7,183
Storage rental	675
Fuel	1,614
Conservation education	178
Contests, events and sponsorships	939
Scholarships	1,500
Freeze proof tanks	421
Outdoor classroom	2,587
Insurance	2,859
Depreciation	18,361
Janitor expenses	10,725
Other expenses	238
Total Operating Expenses	<u>174,080</u>

Operating Income (Loss)	19,467
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Nonoperating Revenues (Expenses):

Lost Creek reimbursement	2,806
Interest income	137
Interest expense	(3,745)
Total Nonoperating Revenue (Expenses)	<u>(802)</u>

Changes in net position	18,665
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Net position at beginning of year	<u>222,835</u>
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Net position at end of year	<u><u>\$ 241,500</u></u>
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The accompanying report and notes are an integral part of these financial statements.

KAY COUNTY CONSERVATION DISTRICT
STATEMENT OF CASH FLOWS
MODIFIED CASH BASIS
YEAR ENDED JUNE 30, 2013

Cash flows From Operating Activities:

Cash received from customers	\$ 19,000
Other operating cash receipts	174,547
Cash payments to suppliers for goods and services	(60,323)
Cash payments to employees	<u>(95,396)</u>
Net cash provided (used) by operating activities	37,828

Cash flows from non-capital financing activities:

Cash flows from capital and related financing activities:

Reimbursements	2,806
Acquisition of assets	(879)
Principle payments	(38,354)
Interest payments	<u>(3,745)</u>
Net cash provided (used) by financing activities	(40,172)

Cash flows from investing activities:

Interest on cash and investments	137
(Increase) decrease in certificates of deposit	<u>(3,505)</u>
Net cash provided (used) by investing activities	<u>(3,368)</u>

Net increase (decrease) in cash and cash equivalents	(5,712)
Beginning cash and cash equivalents	<u>74,102</u>
Ending cash and cash equivalents	<u><u>\$ 68,390</u></u>

Reconciliation of income (loss) from operations to
net cash provided (used) by operating activities:

Income (Loss) from operations	\$ 19,467
Adjustments to reconcile income (loss) from operations to net cash provided (used) by operating activities:	
Depreciation	18,361
Changes in assets and liabilities:	
Increase in deposits	<u> </u>
Net cash provided (used) by operating activities	<u><u>\$ 37,828</u></u>

KAY COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization

On July 3, 1995, the Arkansas River – Kay County Conservation District and the Western Kay County Conservation District were consolidated to form the Kay County Conservation District. The assets were transferred to Kay County Conservation District on July 10, 1995. The District was created under Title 27A, Sections 3-1-101 through 3-3-410, as amended, of the laws of the State of Oklahoma. The purpose of the District is to provide for the conservation of the renewable natural resources in the area for which the District is responsible.

Basis of Accounting

The District prepares its financial statements using the modified cash basis of accounting. This basis recognizes assets, liabilities, net position, revenues, and expenditures/expenses when they result from cash transactions with provision for depreciation in the financial statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Net Position

Net position presents the difference between assets and liabilities in the statement of net position. Net investments in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net positions are reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions by creditors, grantors, laws or regulations of other governments.

NOTE 2 – CASH AND CERTIFICATES OF DEPOSIT:

Bank balances and certificates of deposit are covered by the Federal Deposit Insurance Corporation. All deposits at June 30, 2013 were fully insured.

NOTE 3 – INVESTMENTS:

The State of Oklahoma allows government entities to invest in the following: direct obligations of the United States Government, its agencies or instrumentalities, collateralized or insured certificates of deposit, insured savings accounts or savings certificates, or county, municipal or school district direct debt.

KAY COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

NOTE 4 – CASH AND CASH EQUIVALENTS:

The District considers all checking accounts and deposits with a maturity of three months or less to be cash equivalents.

NOTE 5 – LAND, PROPERTY AND EQUIPMENT:

Depreciable assets are recorded at cost when purchased or constructed. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are expensed. Depreciation is calculated on a straight-line basis over the estimated useful lives of the depreciable assets. Total depreciation for the year ended June 30, 2013 was \$18,361. The following is a summary by category of changes in property and equipment:

Category	6/30/12	Additions	Deletions	6/30/13
Land	\$ 37,931	\$	\$	\$ 37,931
Building & improvements	305,006			305,006
Machinery and equipment	107,727	879		108,606
Totals	450,664	879		451,543
Accumulated depreciation	(183,152)	(18,361)		(201,513)
Net	<u>\$ 267,512</u>	<u>\$ (17,482)</u>	<u>\$</u>	<u>\$ 250,030</u>

NOTE 6 – NOTES PAYABLE:

On July 26, 2004 the District entered into a note agreement with the Dewey-Cimarron County Conservation Limited Partnership for \$315,000. The proceeds of this note were used to acquire land and to construct an office building. The monthly payments are \$2,491.78. The interest rate for the first 60 months was 5%. The interest rate will be adjusted every 60 months to prime rate plus 1% until the note matures on November 15, 2019. The current interest rate is 4.25%. Collateral for this note is the land, buildings, machinery and equipment and the receivables. The following is a summary of the District's future annual debt requirements and the activity during the year ended June 30, 2013:

Year Ending	Amount		
6/30/14	\$ 29,901	Balance at 6/30/12	\$ 119,029
6/30/15	29,901	Principle payments	(38,354)
6/30/16	29,901	Balance at 6/30/13	<u>\$ 80,675</u>
6/30/17	4,983		
	94,686		
Less interest	(14,011)		
Net	<u>\$ 80,675</u>		

KAY COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

NOTE 7 – OCC REIMBURSEMENTS:

The District is reimbursed by the Oklahoma Conservation Commission for salaries, payroll taxes, mileage, telephone charges, office supplies, and certain other office expenses. When received, such reimbursements are recognized as revenues.

NOTE 8 – RETIREMENT PLAN:

Oklahoma public employees who work 1,599 hours or more per year were enrolled in the Oklahoma Public Employees Retirement System. On salaries paid from reimbursable funds from the Oklahoma Conservation Commission the employers 16½ % share of retirement was paid directly by the Commission. The employees' share of the retirement contribution was 16½% of locally earned wages and 3 ½% of state reimbursable wages.

NOTE 9 – LEASE AGREEMENT:

The District has entered into a lease agreement with the USDA-CCC for the lease of office space. The District received \$59,936 during the year ended June 30, 2013.

NOTE 10 – ESTIMATES:

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

NOTE 11 – RISK MANAGEMENT:

The District is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. The Corporation manages this risk through the purchase of commercial insurance policies. Claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. In determining claims, events that might create claims, but for which none have been reported, are considered.

KAY COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

NOTE 12 - FAIR VALUE OF INSTRUMENTS:

The District's financial instruments include cash and cash equivalents and notes payable. The District's estimate of the fair value of all financial instruments does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of net assets. The carrying amount of these financial statements approximates fair value because of the short maturity of these instruments.

NOTE 13 – CONTINGENCIES:

As of June 30, 2013, the District did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

NOTE 14 – EVALUATION OF SUBSEQUENT EVENTS:

The District has evaluated subsequent events through August 6, 2013, the date which the financial statements were available to be used.